



# Forest Heath District Council

## Cabinet Decisions Notice (Published: Thursday 4 June 2015)

The following decisions were taken by the Cabinet on **Tuesday 2 June 2015** and, if not called in by Councillors, will come into operation on Thursday 11 June 2015. A decision may be called in, in accordance with the Procedure Rules contained within Part 4D of the Council's Constitution, by five Councillors submitting the required call-in request form to the Head of HR, Legal and Democratic Services (e-mail: [committees@forest-heath.gov.uk](mailto:committees@forest-heath.gov.uk)) **by 5.00 pm on Wednesday 10 June 2015**.

Should you have a query regarding any of the decisions taken, contact should be made with the named officer in the first instance, either on the telephone number listed against their name, or via email using the format [firstname.surname@westsuffolk.gov.uk](mailto:firstname.surname@westsuffolk.gov.uk). Alternatively, you may also contact the relevant Portfolio Holder on the telephone number listed against their name, or via email using the format [firstname.surname@forest-heath.gov.uk](mailto:firstname.surname@forest-heath.gov.uk). Contact may also be made via Democratic Services, Forest Heath District Council, District Offices, College Heath Road, Mildenhall, Suffolk, IP28 7EY

Agenda Item and Report No.	Declarations of Interest/Dispensations Granted	Decision(s) (including recommendations to Council)	Reason(s) for Decision(s)	Other Options Considered and Reasons for Rejection	Contacts
Item No. 5 CAB/FH/15/021	None	<u>Report of the Anglia Revenues and Benefits Partnership Joint Committee: 19 March 2015</u>  RESOLVED That the content of the report be noted.	This report set out the decisions which had been made by the Anglia Revenues and Benefits Partnership (ARP) Joint Committee at their meeting on 19 March 2015.  This report is for information only and no decisions were required to be taken by the Cabinet.	The Anglia Revenues and Benefits Partnership (ARP) Joint Committee had considered the options in detail at their meeting on 19 March 2015.	<u>Portfolio Holder:</u> Cllr Stephen Edwards 01638 660518  <u>Officers:</u> Liz Watts Director 01284 757252  Rachael Mann Head of Resources and Performance 01638 719245

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Item No. 6 CAB/FH/15/022	None	<u>Recommendations of the Local Plan Working Group: 22 April 2015</u>  RESOLVED That: 1. Progress made to the Core Strategy Single Issue Review (SIR) and Site Specific Allocations (SSA) Further Issues and Options Local Plan Documents be endorsed.  2. The Core Strategy Single Issue Review (SIR) and Site Specific Allocations (SSA) Further Issues and Options Local Plan Documents be prepared alongside the Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) and be approved for public consultation.	The Local Plan Working Group had considered the reasons for this decision in detail at their meeting on 22 April 2015.	The Local Plan Working Group had considered the options in detail at their meeting on 22 April 2015.	<u>Outgoing Portfolio Holder and (Outgoing) Chairman of the Working Group</u> Cllr Rona Burt 01638 712309  <u>Officer:</u> Marie Smith Service Manager (Planning Strategy) 01638 719260
Item No 7 CAB/FH/15/023	None	<u>Revenues Collection and Performance Write-Offs</u>  RESOLVED: That the write-off of the amounts detailed in the exempt Appendices to Report No CAB/FH/15/023 be approved as follows:  1. Exempt Appendix 1: Council Tax totalling £4,506.78 2. Exempt Appendix 2: Business Rates totalling £84,870.46 3. Exempt Appendix 3: Housing Benefit Overpayments totalling £7,953.64	The total amounts detailed in the decision have been written off. Detailed reasons for the decisions were included in Exempt Appendices 1, 2 and 3, attached to the report.	The Council has appointed a firm of bailiffs to assist in the collection of Business Rates and Council Tax and also had online tracing facilities. It was not considered appropriate to pass the debt onto another agency. In the event that a written-off debt becomes recoverable, the amount was written	<u>Portfolio Holder:</u> Cllr Stephen Edwards 01638 660518  <u>Officer:</u> Rachael Mann Head of Resources and Performance 01638 719245

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				back on and enforcement procedures were re-established.	
Item No 8 CAB/FH/15/024	None	<u>West Suffolk Joint Pay Policy Statement 2015/2016</u>  RECOMMENDED TO COUNCIL: That the West Suffolk Joint Pay Policy Statement for 2015/2016 as contained in Appendix 1 to Report No CAB/FH/15/024, be approved.	Local authorities are required to annually produce a Pay Policy Statement, which is subject to full Council approval.	As it is a legal requirement to produce a Pay Policy Statement on an annual basis, no other options were considered.	<u>Portfolio Holder:</u> Cllr Stephen Edwards 01638 660518  <u>Officer:</u> Karen Points Head of HR, Legal and Democratic Services 01284 757015
Item No 9 CAB/FH/15/025	None	<u>Annual Review and Appointment of the Cabinet's Working Group, Joint Committees/Panels and Other Groups</u>  RESOLVED: 1. That: (a) The Local Plan Working Group continues to operate at the present time in accordance with its current Terms of Reference, as detailed in Appendix A to Report No CAB/FH/15/025.  (b) The Service Manager (Legal) be given delegated authority to appoint Members to the Local Plan Working Group, in line with the political balance requirements (see Section 1.4	The Cabinet annually reviews the membership and Terms of Reference of its Working Group, Joint Committees/Panels and other Groups.	Not to undertake an annual review. However it was considered sensible to review the purpose and remit of the Cabinet's Working Group and Groups to ensure they remained productive and in line with the Council's strategic priorities.	<u>Portfolio Holder:</u> Cllr James Waters 07771 621038  <u>Officer:</u> Fiona Osman Service Manager (Democratic and Elections) 01284 757105

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		<p>of Report No CAB/FH/15/025), on the basis of nominations from the Group Leaders.</p> <p>(c) The future direction of the Local Plan Working Group, as outlined in Section 1.2.3 of Report No CAB/FH/15/025, be noted.</p> <p>2. That:</p> <p>(a) The West Suffolk Joint Growth Steering Group, West Suffolk Joint Emergency Planning Panel, West Suffolk Joint Health and Safety Panel and the West Suffolk Joint Staff Consultative Panel continue to operate in accordance with their current Terms of Reference contained in Appendices B, C D and E to Report No CAB/FH/15/025 respectively.</p> <p>(b) The Service Manager (Legal) be given delegated authority to appoint Members and Substitute Members to the Joint Panels and Steering Group, as set out in Section 1.3.1 of Report No CAB/FH/15/025, on the basis of political balance requirements, where appropriate (see Section 1.4 of Report No CAB/FH/15/025)</p>			

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		<p>and on the nominations from the Group Leaders.</p> <p>(c) Meetings of the Joint Steering Group and Panels set out in Section 1.3.1 of Report No CAB/FH/15/025, continue to be scheduled as and when required, but with regard to the discussion outlined in Section 1.3.4 of Report No CAB/FH/15/025.</p> <p>3. That:</p> <p>(a) The Service Manager (Legal) be given delegated authority to appoint two full Members and one substitute Member to the Anglia Revenues and Benefits Partnership Joint Committee, on the nomination of the Leader of the Council.</p> <p>(b) The potential requirement to only have one full Member representative from each of the Councils represented on the Anglia Revenues and Benefits Partnership Joint Committee, as set out in Section 1.5.2 of Report No CAB/FH/15/025, be noted. Any required changes to the Council's representation on the Joint Committee be delegated to the Service Manager (Legal) and the</p>			

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		<p>Leader of the Council to action accordingly.</p> <p>(c) Following the adoption of the Joint Development Management Policies Document and subject to the approval of St Edmundsbury Borough Council, the Joint Development Management Policies Committee be disbanded, with any residual joint planning policy matters being taken through the West Suffolk Joint Growth Steering Group and Cabinet/Council.</p> <p>4. That:</p> <p>(a) The Cabinet's existing informal Working Groups be retained as indicated in Section 1.6.2 of Report No CAB/FH/15/025.</p> <p>(b) Provided that resources are available to support them, further informal task-and-finish working groups continue to be established to consider specific issues as required throughout 2015/2016.</p>			

Karen Points  
Head of HR, Legal and Democratic Services  
4 June 2015